

## Compensation & Benefits

The salary for this position is dependent on upon qualifications up to \$141,120 annually with potential for performance pay. The City also provides a comprehensive benefits package including:

- ◆ Public Employees' Retirement System: 2% @ 55 plan with employees contributing 7% (pretax) toward the benefit, no participation in Social Security. Employees do contribute to Medicare.
- ◆ Deferred Compensation: \$140 per month.
- ◆ Cafeteria Plan: City pays \$1,012 per month to be used towards  
Medical Insurance Premiums (Cal PERS Health Benefits)  
Section 125 Plan (Dependent Care and/or Unreimbursed Health Expenses)  
Deferred Compensation contributions  
Additional Salary
- ◆ Dental Insurance: The City provides Delta Dental for employees at no cost, \$5-10.00 per month employees' share for dependents.
- ◆ Life Insurance: \$200,000 basic life and AD&D insurance, with supplemental coverage available at employees' expense.
- ◆ Long Term Disability Insurance: Two thirds of monthly salary up to a maximum of \$10,500.
- ◆ General Leave: Twenty-two days of paid leave (vacation and sick) per year; increasing after four years of service.
- ◆ Administrative Leave: 80 hours per year.



## The Process

To be considered for this exciting career opportunity, please forward a letter of interest and your resume with salary history and five work-related references (who will not be called until mutual interest is established) to:

Paul Kimura or Gary Rogers  
Avery Associates  
3-1/2 N. Santa Cruz Ave., Suite A  
Los Gatos, CA 95030  
Fax: 408-399-4423  
E-mail: [jobs@averyassoc.net](mailto:jobs@averyassoc.net)

Final filing date: February 10, 2006

If you have any questions regarding this position, please feel free to contact Gary Rogers at 541-330-8353 or Paul Kimura at 408-399-4424.



# The City of Belmont *invites your interest for the position of*



*Parks and Recreation Building*

## Director of Parks and Recreation



## *The City of Belmont*

The City of Belmont is known for its wooded hills, views of the San Francisco Bay and vast stretches of open space. With a population of almost 26,000, Belmont is a lovely and quiet suburban community situated midway between San Francisco and San Jose. The ideal location, great freeway access, and an excellent public transportation system including CalTrain, BART, and the San Mateo County Transit System, allows residents easy access to major destination points in the greater SF Bay Area.



The residents of Belmont take great pride in maintaining and protecting the unique character of their neighborhoods through involvement in several active neighborhood associations. Belmont is also proud of its educational system. The K-8 Belmont Redwood Shores School District regularly places in the top 10 percent in California Assessment Program. Belmont is also home to Notre Dame de Namur University, a small liberal arts college and one of California's oldest accredited universities. Retail and service businesses are the heart of the local economy, but there is also some light industry. High technology is a growing sector with Oracle's world headquarters located on the border of Belmont and neighboring Redwood City. There are several shopping areas besides the small downtown business core. All of these factors make Belmont an exceptional community in which to live, work and play.

## *City Government and the Department*

The City of Belmont (incorporated in 1926) is a general law City with a five-member City Council, which appoints the City Manager and the City Attorney; the City Clerk and City Treasurer are elected. The City has a full time staff of 130 and a General Fund Budget of \$13.9 million. The Capital Improvement budget for FY06 is \$15.7 million, with the majority of funding going to a new library and the upgrade of City Hall. City departments include Public Works, Police, Parks and Recreation, Finance, Human Resources, Planning and Community Development (including Economic Development and Redevelopment) and Information Technology, which is included in the City Manager's office.



Belmont has an extensive Parks and Recreation program which includes 23 parks. Twin Pines Park is just one of many, beautiful recreational facilities, with a Senior and Community Center and lovely picnic area and playgrounds. The Belmont Sports and Conference Complex is located in the developing Island Park area. Belmont also has an extensive open space trail system. The Parks and Recreation Department with its complement of 21 FTE's, directs a robust recreation program and maintains the parks, trees, and City buildings.

## *The Position*

The Parks and Recreation Director reports to the City Manager and is a highly visible and active role that will have significant levels of interaction with the various constituents of the city. A key aspect of this role involves management oversight of the various special events held by the city. This will require a solid community leadership presence, high levels of community outreach, and strong team management capabilities. A second area of focus relates to the continuing need for the development and delivery of efficient services that become less dependent on General Fund financing with greater reliance on alternative funding or self sustaining programs.



A major priority over the next several years involves the challenge of effectively addressing the city's extensive public trails system. Over the years, a comprehensive trail system has been established but not developed, and a recently completed trail survey reflects a greater need for trail articulation, including resolution of land title issues. Development of several new parks will also become a reality during the next few years. The financial and project challenges of developing new parks and hiking trails, while generating active support from the community will be critical in the upcoming years.

## *The Ideal Candidate*

The new Parks and Recreation Director will be an innovative leader who will proactively and effectively work with a community that places a high premium on its parks system and recreation programs. These relationships will be based on outreach, communications and positive interactions with an active parks commission, involved residents, City Council and City staff. The new Director will also be a team builder with excellent interpersonal skills and a proven track record for effectively interacting with community stakeholders. A high level of creativity, which generates alternative approaches to funding, community support, and grants will be essential in this role.



The ideal candidate will be an excellent administrator with exceptional business, finance, budget, and management skills with a proven track record of success in the parks and recreation field. Experience with maintenance operations of parks, trees, and facilities are desirable, as the City has numerous trees and places a high value on the maintenance and care for them. Previous experience with land transactions and park development is also critical. A BS/BA in Business or Public Administration or a related field is required, along with a minimum of five years supervisory/management experience in a parks and recreation capacity.